User's Guide

S e a r c h w a r e

for WINDOWS®

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About This Guide

This guide contains the following sections:

Quick Start—Brief instructions for using ProQuest Searchware to find the answers you need.

Welcome to ProQuest Searchware—Provides you with an overview and tells you how to get help when you need it.

Searching by Word

Searching by Topic

Searching by Source

After the Search—How to select the articles that you want. How to display, print, or fax articles. How to use Library Holdings information. How to cite an article that you find in a ProQuest database.

Quick Start

1. Click on the toolbar, or on the **File** menu click **Select Database**. The *Select Database* dialog box opens, listing:
   - all of the currently loaded databases (a database is 'currently loaded' when there is a corresponding database disc in a configured CD-ROM drive)
   - whether or not the database is currently open
     ☐ — the database is not open
     ☑ — the database is open
   - the drive letter designation of the CD-ROM drive where ProQuest Searchware found the database (for example, **D:**).
2. Click a blank checkbox ☐ to open a database. If you want to open more than one database, simply click each corresponding blank checkbox.
3. Click OK to close the *Select Database* dialog box.
4. Click in the **Search For** field at the top left of the window.
5. Type one or more words, or a phrase in the **Search For** field. Here are some examples:
   education
   white house
   education AND internet
   education AND internet AND white house
6. Click **Search** or press ENTER.
   The list of articles that contain your search words displays.
7. Double-click an article to display it, or single-click more than one and click the display icon.

Welcome to ProQuest Searchware

Overview

With ProQuest Searchware you can search ProQuest CD-ROM databases to find the answers you need. When you find your answers—in the form of ProQuest database documents—ProQuest Searchware can deliver them to your screen; to your printer (local, network, or PowerPages); or to a PowerPages fax server.

ProQuest Searchware supports three search methods:

- Search by Word
- Search by Topic
- Search by Source

Information exists on ProQuest database discs as *documents.* Documents can be almost anything that originally appeared in print, including: magazine, journal, or newspaper articles; scholarly papers; Ph.D. dissertations; or transcripts from television news broadcasts. Documents exist in ProQuest databases in one of two formats:

- **Text**—Bibliographic information, such as title, author, and journal name. This format will also include an abstract (summary) of the document, if one exists. Depending on the database(s) you searched, it can also include the full text of the document. Search by Source does not support the retrieval of documents in this format.
- **Page Image**—Scanned images of the document page(s) as originally published.

Note: Since the vast majority of items in ProQuest databases are articles, this rest of this book refers to 'articles' in most cases.

Getting Help

You can get help from this guide, from ProQuest Searchware itself, or you can call UMI Electronic Technical Support.

Online Help

While you're using ProQuest Searchware, help is only a mouse click or key press away.

- make a selection from the **Help** menu
- click the **Help** button in dialog boxes
- click the toolbar icon
- press F1 to access a help topic relevant to what you are doing—this is called *context-sensitive help*.

Technical Support

To help UMI Electronic Technical Support specialists accurately diagnose and solve your problem when you call, please record:

- what you were doing in ProQuest Searchware when the problem occurred
- the content of any messages ProQuest Searchware displayed

If possible, please be at the computer where you experienced the problem when you call.

Contact UMI Electronic Technical Support between 8:00 AM and 8:00 PM (eastern daylight time), Monday–Friday at:

(800) 889-3358 (US and Canada)

Searching by Word

Search by Word works just like it sounds. You use ProQuest Searchware to find articles that contain words that you type. For example, if you want to find articles written about the use of the Internet in education, you might type the words **education AND internet** in the **Search For** field and then click **Search**.

Here's How You Do It

1. Click in the **Search For** field at the top left of the window, beneath the toolbar.

   In the **Search For** field, you can:

   - type a single word to search for, such as **education**

   or,

   - type a phrase, such as **world wide web**

   or,

   - build a more complex, focused search using one or more *operators* (see page 11) to link multiple search words together into a single statement, such as: **education AND world wide web**

2. Click the **Search** button.
   ProQuest Searchware displays a list of articles—most recent articles at the top, oldest articles at the bottom—each of which meets your search criteria.

3. Double-click an article in the list to display it.

   The two columns at the right of the list tell you how the article exists in the database. You may see one, both, or neither of the following two format icons:

   Text—The database contains bibliographic information, such as title, author, and journal name. This format will also include an abstract (summary) of the article, if one exists. Articles from some databases may also contain the full text of the article.

   Page Image—The database contains scanned images of the article page(s) as originally published.

Here is How You Search More Than One Open Database

If you have more than one database open, you can run your search on all of the open databases. Two buttons on the toolbar determine whether you search a single database, or all of the open databases.

Click to run your search on only the current, 'top,' open database. This is the default behavior.

Click to run your search on all of the open databases. The search results for each different database will appear as separate lists in separate windows.

Noise Words—ProQuest Searchware Ignores Them

Also called *stop words,* ProQuest Searchware ignores the following common words typed in the **Search For** field.

also	an	and	are	as	be
been	between	both	but	by	did
from	has	have	into	not	of
or	should	some	such	than	that
the	their	them	themselves	these	they
this	those	through	to	using	were
when	which	with	would		

Searching—When Simple Isn't Enough

Most of the time, searching on just one word or phrase won't be good enough to find the articles that can help you most. You might get too many, or too few articles. Of course, what 'too many' or 'too few' really means is always going to be up to you to decide.

Search on the word **education** in a ProQuest Periodical Abstracts disc and you'll find thousands of articles. However, search on **education AND internet** and you'll reduce the number of articles to a few hundred. Search on the British spelling of the word **humour**, and you'll find just more than ten articles. Tell ProQuest Searchware to also find articles containing the more common spelling, **humor**, and the number jumps dramatically.

The following sections explain the tools that ProQuest Searchware provides to help you search.

Include Plural Variants

ProQuest Searchware finds articles containing plurals of your specified words, phrases, and search field terms.

For example:

If your search includes the word **arm**,
finds articles containing both **arm** and **arms**.

If your search includes the word **box**,
finds articles containing both **box** and **boxes**.

If your search includes the word **calf**,
finds articles containing both **calf** and **calves**.

This command is available as **Include Plural Variants** on the **Options** menu.

Include Plural Variants is deselected by default.

Include Spelling Variants

ProQuest Searchware finds articles containing common spelling variants of your specified words, phrases, and search field terms.

For example:

If your search includes the word **color**,
finds articles containing both **color** and **colour**.

This command is available as **Include Spelling Variants** on the **Options** menu.

Include Spelling Variants is deselected by default.

Using Searchable Fields

All ProQuest databases include a basic set of searchable database fields, such as:

- Authors
- Names
- Publication Type

The set of available search fields varies between ProQuest database products.

You can include fields in a Search by Word. All search fields have a abbreviation for use in the search statement. For example, the abbreviation for **Authors** is **AU**.

If you are looking for articles written by an author whose last name is Smith, you can enter the term:
AU(Smith)
ProQuest Searchware will return all articles in the current database(s) that were written by an author with the last name Smith.

If you are looking for articles about education, you can search on the term **SU(education)**. This search will find those articles in which **education** is at least one of the main subjects of the article.

A Note About Relevance

***SU(education)** will find those articles in which **education** is at least one of the main subjects of the article. This is different than searching simply on the word education, which will find all articles that even mention the word education.*

Click the **Fields** button to open the *Fields* dialog box. This dialog box provides you with immediate access to search fields for the current, open database. Instead of typing search field terms directly into the **Search For** field, you can:

1. Open the *Fields* dialog box.
2. Click a field in the list on the left.
3. Click a term in the list on the right.
4. Click **OK**.

Logical (Boolean) Operators

Boolean operators (AND, OR, AND NOT, NOT) allow you to string together multiple search words or terms. Depending on the combination of operators you use, and the order in which you use them, you can either narrow or broaden your search.

AND

Use the AND operator to join together into a single search statement, any combination of:

- words or phrases,
- search field terms,

The AND operator lets you *narrow* the focus of your search. For example, search on **education** and you can get thousands of articles. Search on **education AND internet** and you'll likely get a few hundred.

When you finish building the search statement, then conduct your search, ProQuest Searchware will return a list of all articles which contain *all* of the words, phrases, or search field terms in your search statement.

Sample use of AND:

education AND internet

This search will return all articles which contain:

- the word **education**,
- and the word **internet**.

OR

Use the OR operator to join together into a single search statement, any combination of words, phrases, and search field terms.

The OR operator *broadens* the focus of your search.

ProQuest Searchware will return a list of all articles which contain *any or all* of the words, terms, and fields in your search statement.

Sample use of OR:

internet OR web

This search returns all articles which contain one or both of the specified words: **internet** or **web**.

AND NOT

Use the AND NOT operator to join together into a single search statement, any combination of words, phrases, and search field terms.

The AND NOT operator lets you narrow the focus of your search.

When you finish building the search statement, then conduct your search, ProQuest Searchware will return a list of all articles which contain the first word, phrase, or search field term, but not the second.

Sample use of AND NOT:

education AND NOT internet

This search will return all articles which contain the word **education**, but not **internet**.

Proximity Operators

Proximity operators enable you to search for occurrences of two or more terms within some number of words that you specify, and in a particular order. Proximity operators can sometimes help you find the articles that you need more precisely then the logical (Boolean) operators. This is particularly true when you are searching full text databases.

ProQuest Searchware provides two proximity operators: PRE/2 and W/25.

PRE/2

Use the PRE/2 operator to search for occurrences of a first term which precedes a second term by some number of words that you specify. 2 is the default number of words. You can edit the PRE/2 operator in the search window's **Search For** field to specify some other number.

The PRE/2 operator lets you *narrow* the focus of your search.

You can use the PRE/2 operator to search for proximity occurrences of words, phrases, or search field terms.

For example, the search statement:

European PRE/2 community

will return all articles containing instances of the word **European** preceding the word **Community** by up to two words, including such combinations as: **European Community**, **European Economic Community**, **European Airline Community**, and **European Business Community**.

Use the Pre/2 operator to find articles that mention such specific information as the title of a book. For example:

catcher PRE/2 rye

will find articles that mention the book title *Catcher in the Rye*. Notice that *Catcher in the Rye* contains two noise words—**in** and **the**—that are ignored by ProQuest Searchware, prohibiting you from simply searching on the title of the book itself. See page 6 for a listing of noise words ignored by ProQuest Searchware.

W/25

Use the W/25 operator to search for occurrences of two words, phrases, or search field terms:

- in any order,
- and, within some number of words—that you specify—of each other.

25 is the default number of words. You can edit the W/25 operator in the search window's **Search For** field to specify some other number.

The W/25 operator lets you *narrow* the focus of your search.

For example, the search statement:

online W/3 education

will return all articles containing instances of the term **online** within 3 words of the term **education**.

How ProQuest Searchware Interprets a Complex Search

When you use operators to join multiple words or phrases together into a single search statement, ProQuest Searchware 'reads' the search from left to right.

For example, when you run the following search:

education AND internet OR Web

ProQuest Searchware will find articles that contain:
education and **internet**,
or **Web**,
or **education**, **internet**, and **Web**.

To change the way that ProQuest Searchware 'reads' the search statement, so that it finds all articles that contain the word **education** and either **internet** or **Web**, you can use parentheses, as shown here:

education AND (internet OR Web)

Use parentheses as shown in this example to 'modify' ProQuest Searchware's default left-to-right interpretation of search statements. This is called changing the order of *precedence*.

Truncation Operator (?)

Use the ? character to search for words containing a common word root, with any number, or combination, of characters following the root. For example, **operat?** will find articles containing: operations, operational, and operator.

Wild Card Operator (*)

Use the * character to search for a specific number of characters, in any combination. Use one * for each character that you're unsure of. For example, **wom*n** will find articles containing: woman, women, and womyn. And educat** will find articles containing educated and educator.

Search History—Saving and Rerunning Searches

In ProQuest Searchware, a session is defined as the period of time from when you start ProQuest Searchware until you exit.

Within a session, at any one time you can have a single search view session—Search by Word, Search by Source, or Search by Topic. A search view session ends when you switch from one search view to the other.

Within a single Search by Word session, ProQuest Searchware maintains a list of all of your search statements. This list is the Search History. ProQuest Searchware maintains a separate Search History for each open database.

Each open database has a corresponding Result window. Each Result window has a **History** button. Click the button to access the Search History for the current database.

When you click the History button, the Search History dialog box displays. The dialog box lists all of the searches you have run during the current search by word session.

Click a search to select it and:

- **Replace** the current contents of the **Search For** field,
- or, **Add** the search to the current contents of the **Search For** field.

  *Note: When you add a search, ProQuest Searchware automatically appends the selected search to the current contents of the **Search For** field using the AND operator. If you want to use a different operator, simply highlight and type over AND in the **Search For** field.*

Save Search History on the **File** menu lets you save to a file all of the searches from your current Search by Word session. The default file extension is **.his**.

Open Search History on the **File** menu lets you access a saved search history.

Searching by Source

Use Search by Source when:

- you know exactly the article you want to retrieve, or,
- when you want to browse the contents of a specific issue of a publication in the database, or,
- when a scanned page image—including graphics—will meet your needs.

Here's How You Do It

1. Click the **Search by Source** toolbar icon.

   The search window changes to support Search by Source.

2. Click the drop-down arrow at the right of the **Enter journal name** field.

3. Scroll the alphabetical journal list to select the journal you want.

   Note: Type the first few letters of the publication title that you want. The list scrolls to that point.

4. Click the drop-down arrow at the right side of the **Date\Volume\Issue** field.

5. Scroll the list to select the issue you want.

6. Click the **Search** button next to the issue list. ProQuest Searchware displays the alphabetically-ordered contents of the selected journal issue in the Search results window.

   Note: Articles found by Search by Source are available in Page Image format only.

View an Issue's Original Table of Contents

For most issues of publications, the originally published **Table of Contents** is available in the alphabetically listed Search Results.

How to Use the ARN to Locate an Article

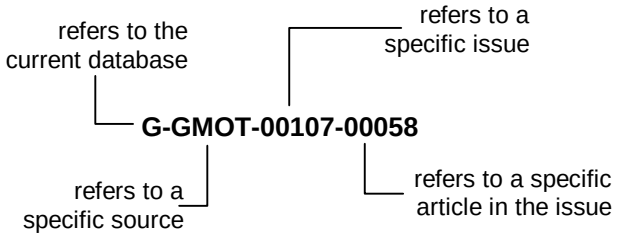
Each page image format article in a ProQuest database has a unique, corresponding ARN (Article Reference Number). ProQuest Searchware displays the ARN as part of the citation for an article which is available in page image format.

1. Click the Search by Source toolbar icon.
2. Highlight the text currently in the left-most box beneath the **Journal** field.
3. Type the ARN that corresponds to the article that you are looking for. (If the page image format is available for an article, then that article's citation will include the ARN.)

   As you type the ARN, notice that the **Journal** and **Date/Volume/Issue** fields automatically change to reflect the journal (publication/magazine) name and the specific issue corresponding to the ARN. The last five digits correspond to a specific article.

   This is a sample ARN: G-GMOT-00107-00058

   Here's what it means:


refers to the current database
refers to a specific issue
G-GMOT-00107-00058
refers to a specific source
refers to a specific article in the issue

4. ProQuest Searchware automatically displays the contents of the selected journal issue as the Search Results list, with the article corresponding to the ARN you entered highlighted.
5. Click one of the delivery method icons at the right of the window to display, print (local or network), PowerPages print, or PowerPages fax the selected article image. (Not all delivery methods will be available for all article in the database. Unavailable delivery methods appear dimmed.)

Searching by Topic

Here's How You Do It

1. Click the Search by Topic toolbar button. The ProQuest Searchware window changes to support Search by Topic. An alphabetically-sorted list of indexed topics for the current database displays. A folder icon appears next to each topic in the list.

   At the right side of the list, ProQuest Searchware displays a 'hit' number for each topic. A single topic 'hit' is defined as the number of articles in the database that contain an indexed reference to the topic.

2. Click a topic in the list to select it. When you select a topic, ProQuest Searchware automatically places it in the **Topic** field at the top left of the window.

   Since articles in ProQuest databases are usually indexed on more than one topic, topics are cross-referenced. Double-click a folder to expand the list of any cross-referenced topics. (If double-clicking does nothing, then the selected topic is not cross-referenced. If you click a cross-referenced topic, ProQuest Searchware automatically places it—with the 'main' topic in the **Topic** field. Double-click an already expanded folder a second time to hide (collapse) the list of cross-references. The **Expand**/**Collapse** button at the right side of the window provides another way to expand or collapse a selected topic's cross-references.

   If you select a cross-referenced topic from an expanded list, you can then click the Go to Main button and ProQuest Searchware will scroll the list to that topic's place as a 'main' topic (as indicated by a folder icon). You can then double-click to expand that topic's list of cross-references.

3. Click the **Search** button.

4. Double-click an article in the Search Results to display it.

- If you selected a 'folder-level,' unexpanded topic, then the Search Results list will contain only articles that are indexed on the selected topic.
- If you expanded a topic and selected a cross-reference, then the Search Result list will contain articles that are indexed on both the 'main' topic, and the selected cross-reference.

Navigating the Topic List

If you know the topic that you want to search on, you can avoid scrolling the alphabetical list of topics.

1. Click in the Topic field.
2. Begin typing the topic that you want to search on.

   The Topic list scrolls to the point in the list that matches what you typed. For example, if you type **edu**, the topic list for the Periodical Abstracts database scrolls to **education**.

After the Search

Selecting and Retrieving the Articles You Want

1. Click an article's corresponding icon in the **Text** column, or in the **Page Image** column to select an available format. If you do not see the article icon, then the selected article is not available in that format.

   Note: When you are in Search by Word or Search by Topic, you can single-click the article title to select the Text format. When you are in Search by Source, single click the article title to select the Page image format.

   When you select an article, ProQuest Searchware indicates your selection by placing a check mark on the icon.

   - All selected article icons must be in the same column—**Text** or **Page Image**.
   - Click the icon at the top of either column to select all articles in the results list—*from the first, currently visible row to the very end of the results list*—which are available in that format.
   - ProQuest Searchware will deliver multiple, selected articles by the same method you select in the next step.

2. Click one of the delivery method icons at the right of the window.

Display—Click to display the selected article(s) (in the selected format) to the screen.

Local print—Click to send the selected article(s) to a configured local or network (not ProQuest PowerPages network) printer.

PowerPages print—Click to send the selected article(s) to a configured PowerPages network printer.
This icon is not visible if ProQuest PowerPages is not installed.

PowerPages fax—Click to send the selected article(s) to the PowerPages fax server. *This icon is not visible if ProQuest PowerPages is not installed.*

When you select one or more page image articles, and then select a delivery method, ProQuest Searchware may prompt you to insert a specific database image disc. GPO96_02_01 is an example of an image disc identifier. ProQuest Searchware failed to find in the configured CD-ROM drive(s), the disc containing the page image(s) that you selected. Locate the specified disc and insert it into the image drive. If you are unsure of how to proceed, consult the ProQuest Searchware administrator at your site.

Note: Not all delivery methods will be available for all articles in the database. The lack of a configured device, such as a printer, or copyright agreements governing the distribution of an article will affect what delivery methods are available.

Library Holdings Information

Click this toolbar button to view library holdings information about the currently selected (highlighted) article in the Search Results list.

Library Holdings information for an article tells you how (what media) the article is available within the library. In addition to media type, your librarian can also include other relevant information concerning the article.

After you conduct a search, ProQuest Searchware automatically provides you with immediate visual clues concerning library holdings information. For any article in the Search Results list, you might see one or more of the following three icons in the first (left-most) column.

Indicates that the library has the article on microfilm/microform.

Indicates that the library has a paper copy of the article.

Indicates that the librarian has provided information about the article.

Click any of these icons to read Library Holdings Information about the selected article.

Not all libraries take advantage of ProQuest's Library Holdings capability. Check with your librarian for the availability of this feature.

How to Cite a ProQuest Database Article

Citations of articles researched from ProQuest databases require particular formatting. The example below includes:

- a typical article abstract
- the correct bibliographic citation for the abstract
- the correct footnote citation for the abstract

The sample citations are based on guidelines in:
Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 4th ed. New York : MLA, 1995.

Sample Abstract

Access No:	02295068 ProQuest Periodical Abstracts
Title:	Columbia plugs in to Miles legacy
Authors:	Morris, Chris
Journal:	Billboard [GBIL] ISSN: 0006-2510 Jrnl Group: Business Vol: 107 Iss: 12 Date: Mar 25, 1995 p: 12, 91 Type: Feature Length: Medium Illus: Photograph
Names:	Davis, Miles; Shorter. Wayne; Hancock, Herbie; Williams, Tony; Roney, Wallace
Subjects:	Musical recordings; Jazz; Musicians & conductors; Musical performance
Abstract:	On May 2, 1995, Columbia will release 'The Complete Live At The Plugged Nickel 1965.' The eight-CD boxed set features two spectacular nights' worth of performances by Miles Davis, Wayne Shorter, Herbie Hancock, Tony Williams and Wallace Roney at the Plugged Nickel, a now defunct club in Chicago.
Item availability:	CD-ROM.

Sample Bibliographic Citation

Morris, Chris. "Columbia Plugs in to Miles Legacy." Billboard 25 Mar. 1995: 12, 91. General Periodicals Research I. CD-ROM. UMI-ProQuest. Aug. 1995.

(Section 4.8.2, p.154)

Sample Footnote Citation

Chris Morris, "Columbia Plugs in to Miles Legacy," Billboard 25 Mar. 1995 : 12, 91, General Periodicals Research I, CD-ROM, UMI-ProQuest, Aug. 1995.

(Appendix B. Section B.1.7, p.250)

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